

PLACEMENT SUMMARY FORM | Community Engagement (BIPX202)

NOTE TO STUDENTS	<ol style="list-style-type: none"> Students who have found their own placement must seek formal approval of their placement, by submitting this form as part of a self-placement application via InPlace, at least two weeks before the intended start date of the placement. Students must upload the completed form in PDF only as part of their self-placement application via InPlace. <p>Students must complete all sections on page 1 and are strongly encouraged to attempt to complete as much detail on page 2 before giving this form to the host organisation.</p> <ol style="list-style-type: none"> Students who have applied for an ACU Engagement sourced placement must complete only page 1 of this form and send direct to CE.Placements@acu.edu.au at least one week before the intended start date
NOTE TO SUPERVISOR AT HOST ORGANISATION (FOR SELF SOURCED PLACEMENT ONLY)	Supervisors are requested to complete any remaining entries on page 1 and/or page 2 of this form prior to the student's commencement of their placement.

STUDENT TO COMPLETE ALL SECTIONS

Working with Children Check, Police Check and/or Blue Card ID number(s) as required by the Placement Organisation:

police check reference number 12854643pc

Student First Name: Bishal	Student Surname: Kharel	Student ID: S00354541
Phone: 0416203261	Email: kharelbishal672@gmail.com	

ORGANISATION DETAILS COMPLETED BY STUDENT

Organisation Name: Palms Australia		
Organisation Address: 1/464 Parramatta Road, Petersham 2049		
Placement Supervisors Full Name: Kevin Wilson		Position: Finance and IT Officer
Contact Telephone Number: 0412 550 902	Contact Email address: kevin@palms.org.au	Website address: palms.org.au

PLACEMENT DETAILS COMPLETED BY STUDENT Students are covered for insurance at placement for this length of time.

Approximate Commencement Date: 2/09/2024	Approximate Completion Date: 14/10/2024	How many hours in total is this placement? 35
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7 hrs Tuesday each week

(If yes- please mention details below – will you be working from home/campus/other location etc.?)

Partial work constructing website online from home. Additional tasks assisting at organisation to train personnel

Student to produce schedule of tasks and projected timeline.

Supervisor Signature: KWilson

Date: 27/08/2024

STUDENT CONFIDENTIALITY DECLARATION:

Student to print full name below & sign declaration

I Bishal kharel, will undertake the above duties in a professional manner if approved by the University. I will maintain strict confidentiality of all information pertaining to the organisation and those clients with whom I come in contact.

I will notify my Placement Supervisor and the Campus Lecturer of any circumstance that affects my attendance or placement immediately, by telephone and in writing.

Student Signature: *bishal* **Date:** 27/08/2024

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